



Parent Handbook 2014-2015

Extended School Care is a non-profit organization that provides quality before and after school care for children in kindergarten through sixth grade. The program is designed to meet the needs of children in Shrewsbury for a safe, supervised environment in which appropriate and stimulating activities are implemented by quality staff. These activities strive to meet the children's social, emotional and physical needs and include arts and crafts, dramatics, music, sports, cooking, games and quiet activities. The program is community based, utilizing many facets of community support including high school volunteers. This, along with active parent involvement, will enrich the extended school hours for the children of Shrewsbury.

ABSENCES

Please notify us if your child will be absent from Extended School Care for any reason. Your child's school does not inform us of your child's absence or early dismissal. Therefore, we need your help to insure your child's safety and protection during the after school hours. Failure to call or email and notify us of your child's absence will unfortunately result in a \$10.00 fee after the second offense. You may call anytime prior to dismissal and leave a message on the answering machine, or call directly after 1:00 pm to reach a staff person.

Beal - 841-8861 (BealESC@shrewsbury.k12.ma.us) **Coolidge** - 841-8881 (CoolidgeESC@shrewsbury.k12.ma.us)

Paton - 841-8628 (PatonESC@shrewsbury.k12.ma.us) **Floral** - 841-8743 (FloralESC@shrewsbury.k12.ma.us)

Sherwood - 841-8696 (SherwoodESC@shrewsbury.k12.ma.us) **Spring** - 841-8702 (SpringESC@shrewsbury.k12.ma.us)

Director's office is 841-8727 (dmurray@shrewsbury.k12.ma.us)

Additionally, we recognize the need to handle any issues or parental concerns that arise as soon as possible. Open communication will make our program a success and we encourage parents to call us with any questions or concerns.

CODE OF CONDUCT

Our code of conduct is designed to protect the health, safety and well being of all the children enrolled in the Extended School Care program. We recommend that parents take the time to review these important expectations with their child. If a student is consistently having difficulty adhering to this code parents will be consulted and every effort will be made to help the child become a successful part of the program. Unfortunately, if the behavior continues or is of an extreme nature a brief suspension may be considered and ultimately the child may be asked to permanently leave the program. If the child's actions endanger the safety of others the child will be asked to leave the program after the third incident.

- Children are expected to respect property, peers and teachers and refrain from insulting or abusive treatment toward others.
- Indoor and outdoor equipment must be used safely, appropriately and cooperatively.
- Students must use honesty in words and deeds and refrain from vulgarity and profanity.
- It is required that students remain in the designated area for the program at all times unless accompanied by an adult or if a written permission has been obtained to release the child to outside supervision.

Children need to adhere to these rules in order to have a fun, safe and successful program. Our rules are designed to be consistent with the rules of the schools.

COMMUNICABLE DISEASES

If your child has, or is exposed to, a communicable disease, please inform the Director so that other parents can be notified.

EARLY RELEASE DAYS

Extended School Care hours will be expanded to include the additional time period. The program strives to hire entertainment for the children or offer special lunches and activities for the children's enjoyment. We like to make our additional time together productive and enjoyable. Field trips and special event days, due to staffing constraints, are only open to students registered on the day of the event/trip.

ENROLLMENT POLICIES

Current Students

Enrollment for students currently attending ESC is guaranteed from year to year as long as registration forms are completed by the assigned deadline, tuition is paid in full and the student maintains attendance in the program.

Transfers

Children changing schools within the district are reserved a space in ESC at the new school.

Beal Students

Children enrolled in ESC at Beal are guaranteed slots in the school that they are assigned to for first grade.

Sherwood Middle School

Children advancing from elementary school to Sherwood Middle School are guaranteed a slot at the Sherwood Middle School ESC. We DO NOT offer an ESC program at Oak Middle School.

ENROLLMENT POLICIES continued

Siblings

Siblings of children enrolled in ESC are given priority and are guaranteed enrollment.

New

After the returning students have completed the registration process, the available slots are assigned to students on the waiting list. The waiting list is established on a first come first serve basis.

Year Round Registration

Registration of new children from the waiting list continues year round as spaces become available. Enrolled students are required to give a 30 day notice that they are withdrawing, in order to allow sufficient time to find a replacement.

FIELD TRIPS

Field trips and special in-house events are offered periodically at ECS. Only children regularly scheduled to attend on that day are eligible to attend in order to maintain appropriate staff to student ratios. If you do not wish to have your child attend a scheduled trip, you will need to make alternate child care arrangements.

HOLIDAYS AND VACATION WEEKS

Extended School Care follows the Shrewsbury Public School calendar. It opens on the first day of school and closes on the last. We are closed for all school holidays, professional days and vacation weeks.

HOMEWORK POLICY

Homework time is offered at the elementary and middle school level. Although staff is available to assist the students we are unable to offer one-to-one tutoring services.

ILLNESS, MEDICAL EMERGENCIES AND ACCIDENT POLICY

If a child is injured while participating in the program, an attempt will be made to notify the parents and then the emergency references given on the emergency card. However, if these people cannot be reached and if the child requires immediate attention, the child will be transported to the hospital. Depending upon the severity of the accident, the child will be transported to the hospital of the parent's choice or to UMass Medical Center. An accident report will be completed by the Director and filed in the School Department Office. Please make arrangements for your sick child to stay home. Children who have a high fever and other flu symptoms need to be at home for their own benefit and to minimize the exposure of the other children in the program please refer to the school district policy regarding when the child can return.

INFORMATION UPDATE

Please notify us of any changes in the information on your child's emergency form: your address, phone number, workplace, emergency numbers, persons authorized to pick up your child, etc. It is very important that this information stays updated throughout the year.

LATE PARENT PICK-UP / EARLY MORNING DROP OFF

Please make sure your child is picked up no later than 6:00 p.m. If an emergency arises and you are delayed, please call to inform the staff. In the event that a child is not picked up and ESC has not received notification from the parent explaining an excessive delay, the police may be called. A late fee will be charged to your next month's bill based on the following:

- Pick-up between 6:00 - 6:15 p.m. will result in a \$10.00 charge
- Pick-up after 6:15 p.m. will result in the initial \$10.00 fee plus \$1.00 for each additional minute

This procedure is in place for emergencies only. Unfortunately, repeated late pick-up will eliminate a child from the program due to the problem of maintaining staff past 6:00 pm. Children, accompanied by an adult, may be signed in at or after 7:00 a.m. We request that children not be dropped off prior to 7:00 a.m. Adult supervision is not available at this time creating an unsafe environment for the child.

MEDICATION

In order for any child to receive medication while attending the ESC, an authorization form, available in the nurse's office must be completed by the child's physician and be on file at the ESC site. The medication must be in a prescription bottle/packaging with your doctor's and your child's name on it. Even non-prescription medication can only be taken if the medical authorization form accompanies it. Epi-pens, inhalers and diabetic testing devices will be kept on hand for emergency situations. We do require that in the case of inhalers and diabetic testing devices that the child be capable of using the devices independently. If your child requires any of the above, please provide it directly to the ESC site your child attends, as ESC staff does not have access to the nurse's office. A nurse is not on site during ESC hours.

NOTICES OF NON-DISCRIMINATION POLICY

Extended School Care does not discriminate on the basis of sex, race, color, national or ethnic origin in its admissions, educational policies, or otherwise in its operation or management.

PICK-UP OF CHILDREN

Children will be released only to their parents unless written permission is on file, which indicates otherwise. If the designated individual is unfamiliar to the staff, identification will be required before the child will be released. Additionally, if a parent wishes to restrict the pick up rights of another individual a court order must be on file in the Director's office. ESC staff members reserve the right to ask that an alternate person be called to pick up a child if they suspect that the parent/guardian is in any way limited to care for the child being picked up.

PROGRAM HOURS

Morning session is available from 7:00 am to the start of the school day (no morning care at the middle school)

Afternoon session is available from dismissal to 6:00 pm

SNACK

A nutritious snack is provided in the after school program. Children are expected to bring a lunch for the release afternoon programs and the staff will provide a beverage and mid-afternoon snack. If your child has any food allergies please notify the director.

SNOW DAYS

- Morning and afternoon sessions of Extended School Care will not be in operation during snow days called by the Shrewsbury Public Schools.
- In the case of a delayed start of school the Extended School Care morning sessions will also be closed, however our afternoon sessions will open as usual.
- If it becomes necessary to dismiss the schools early, you will receive a telephone call from the school department outlining the new dismissal time and procedures. Due to the concerns over worsening conditions and for the safety of staff and children, ESC will not open. Please be prepared in these situations to pick up your children at the newly determined end of the school day.
- If the schools do not dismiss early but it becomes necessary for ESC to close before 6:00 pm parents will be notified by telephone. Please make sure we can reach you on such occasions.

SPECIAL NEEDS

The Extended School Care program is not part of the regular school day. However, parents of children who receive special services during the school day may wish to share this information with the staff of the Extended School Care program. The staff is available to meet with the child's classroom teacher or with the Special Education department at the parent's request. Parents are asked to complete a personal information form on their child and may include additional information about special needs on this form.

STAFF

Extended School Care is staffed with childcare providers and site coordinators. The program is overseen by the director and by the building principals.

TUITION

Bills are distributed two weeks prior to the start of the month. Tuition is due by the first. Tuition is based on ten equal monthly payments. A late fee of \$5.00 per week will be charged after the fifteenth of the month. There will be no refunds given for illness or vacation days.

2014-2015 Extended School Care Monthly Tuition Rates

	AM	PM	AM & PM
	<i>Regular/Sibling</i>	<i>Regular/Sibling</i>	<i>Regular/Sibling</i>
<i>2 days/wk</i>	\$48.00/43.00	\$104.00/94.00	\$152.00/137.00
<i>3 days/wk</i>	\$71.00/64.00	\$156.00/140.00	\$227.00/205.00
<i>4 days/wk</i>	\$95.00/85.00	\$208.00/187.00	\$303.00/273.00
<i>5 days/wk</i>	\$118.00/106.00	\$260.00/234.00	\$378.00/340.00

There is a \$20.00 non-refundable registration fee for children already enrolled in the program and \$25.00 registration fee for new enrollment. Registration for siblings is \$30.00 per family regardless of how many siblings are enrolled. A minimum of

Tuition cont.

2 days per week is required for both the morning and the afternoon sessions. Credit is not given for snow days. Also, any reduction in schedule or withdrawal from the program must be made in writing one month in advance and continued tuition payment will be expected for that time period. Checks/money orders (no cash please) are made payable to the **Shrewsbury Public Schools** and must be paid in person or by mail to:

Director of Extended School Care
Sherwood Middle School
28 Sherwood Avenue
Shrewsbury, MA 01545

Any check returned for insufficient funds will be assessed **a minimum charge of \$25.00** or more depending on the amount of the check or other circumstances. If a check is returned due to insufficient funds, **payment must then be made in cash or by money order**. The town treasurer may then require all future payments by this individual to be made in cash or by a money order.

Financial aide is available to those who qualify. Please contact the director's office to apply.



I have read the Extended School Care Handbook and I agree to follow the policies and procedures established for my child
_____.

Signed by _____ Date _____
(parent or guardian)

Please return this signed sheet within one week of receipt of the handbook.

Please give to a staff member or mail to:

Extended School Care Program
Sherwood Middle School
28 Sherwood Avenue
Shrewsbury, MA 01545